1. Read article on how to ask someone for reference letter – handout or at <http://www.lettersofrecommendation.net/How_To_Ask_Someone_For_A_Reference_Letter.php>
2. Read article on who to ask for a recommendation – handout or at <http://www.lettersofrecommendation.net/Deciding_Who_To_Ask_To_Recommend_You.php>
3. Based on yesterday’s job application:
4. Update your personal data/information sheet
5. Review job application tips
6. Additional assignments for tomorrow:
7. **Read the links listed below**
8. Review the sample request you prefer
9. Write to your three references a letter of request
   1. You should make it personal
   2. Proof read and spell check
   3. Do not print yet – I want to proof first

Sites to review: you may want to go to other links on the page or search the internet for other samples.

<http://jobsearch.about.com/od/referencesrecommendations/a/recommendation.htm>

<http://jobsearch.about.com/od/reference-requests/reference-request-letters.htm>

<http://www.lettersofrecommendation.net/Writing_Your_Own_Recommendation_Letter_For_Someone_Else_To_Sign.php>

<http://jobsearch.about.com/od/referencesrecommendations/a/recommendation.htm>